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Summary

A short overview of user tutorials and help topics, designed to help the user to navigate through the help.



Introducing the System

The following topics provide a brief overview of system modules and capabilities.

- Introduction to BRICS and ProFoRMS - a short introduction to BRICS and ProFoRMS. Explains the modular structure of the system and how to use each module.
- ProForms overview - explains the business processes used in BRICS and ProFoRMS.
- GettingStarted - explains how to navigate to the system web site, log in and log out.
- Understanding system capabilities - an overview of system features and capabilities.

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Getting Started



The following topics explain how start using the system: how to request an account, how to navigate to the system web site, how to log in and log out.

Topics

- Requesting an Account - this topic explains how to request an account to PDBP and FITBIR. It also provides an overview of user roles and privileges within the system [NEW](#).
- How to log in - explains how to log in into the system once you obtained the user account.
- Getting started - explains how to navigate to the system web site, log in and log out.
- Contact us - contains the contact information for FITBIR and PDBP operations.

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Modular Structure



BRICS is a set of software modules that support the vision of inter-connectivity and collaboration among the research communities. Click on the image to view in higher resolution.

The Biomedical Research Informatics Computing System (BRICS) is a set of software modules that support the vision of inter-connectivity and collaboration among the research communities. The modules provide a combination of web-based functionality and downloadable tools that support data definition, data contribution, and data access throughout the research life cycle.

The main modules include:

- Account Management - provides tools for managing user accounts, profiles, roles, and passwords. The Order Manager tool is designed to help researchers to manage their biosample's orders.
- Data Dictionary - provides common definitions (common and unique data elements) to enable data to be consistently captured and recorded across the studies.
- Data Repository - a long-term repository for research data.
- Global Unique Identifier (GUID) - enables data to be associated with a subject without exposing/transferring Personally Identifying Information (PII).
- Query Tool - use this module to search for studies and/or forms, filter and download data.
- ProFoRMS - provides tools for managing studies, managing subjects, managing forms, and collecting data.

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Account Management Module



The module provides tools for managing user accounts, profiles, roles, and passwords.

The Account Management module also provides access to the Order Manager tool that is designed to help researchers to create/manage biosample's orders.

Topics

Account Management

- Account Management Module - explains how to navigate to the Account Management module and how to navigate to different tools within the module NEW
- Approving User Accounts - explains how to approve/deny user requests for additional privileges NEW
- Study: Assign Users Roles - explains how to assign user roles and privileges within the study UPDATED
- User roles - explains how to assign user roles and privileges within the system and within the study UPDATED

Requesting a User Account

- Requesting an account - explains how to request a new user account UPDATED
- Requesting an AccountPDBP - explains how to request an account to PDBP DMR and how to request user privileges NEW
- Requesting an Account FITBIR - explains how to request an account to FITBIR and how to request user privileges NEW

Ordering Biosamples

- Order Manager - explains how to use the Order Manager module to create orders for biosamples UPDATED

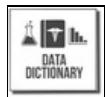
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See also

[All related topics in alphabetical order](#) ▾

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Data Dictionary



The Data Dictionary module allows the users to search for common data elements, create unique data elements, and also browse, use, define and re-use electronic forms (eCRFs) and form structures across the studies.

The Data Dictionary module is closely related to the Data Repository module, which provides a long-term repository for research data.

Topics

- Creating Data Elements - explains how to create unique data elements in the Data Dictionary NEW
- Creating Form Structures - explains (in general) how to create form structures using data elements from the Data Dictionary NEW
- Creating Form Structures Step-by-Step - explains in full detail how to create form structures using data elements from the Data Dictionary NEW
- Data Dictionary - the list of topics related to the data dictionary UPDATED
- Data Elements Attributes - explains data element properties and attributes NEW
- Data Elements Explained - explains data elements NEW
- Data Elements Import - explains how to import new data elements into the data dictionary NEW
- Data Elements Search - explains how to search the data dictionary for data elements NEW
- Form Structure Status - explains draft, published, awaiting publication, **shared draft**, etc, status for form structures NEW
- Manage studies - explains the concept of study, how to create a study, select a study, view study information, etc. UPDATED
- Repeatable Groups - explains repeatable groups of data elements in form structures NEW
- Requesting an account - explains how to request a new user account, covers procedures for FITBIR and PDBP users.

Note: many help topics related to this module are still under development.

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See also

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Data Repository Tools



The Data Repository module provides a long-term repository for research data.

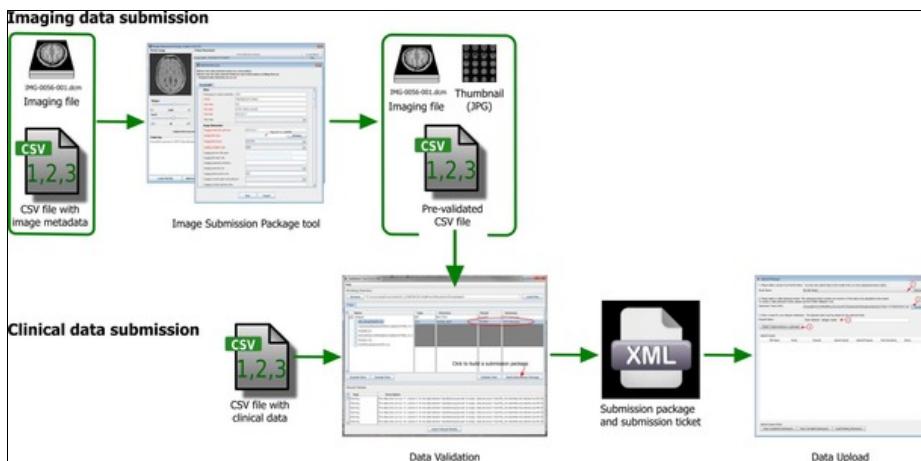
In order to help researchers to upload/download data to the data repository, BRICS offers a set of data repository modules or tools listed below.

Topics

- **Legacy Data Upload** - a tutorial that explains in plain English how to upload data to the system. Try this first before you try anything else !
- Data Repository Tools - explains all Data Repository tools. The Data Repository tool set is designed to help researchers in data upload/download.
- Data Download module assists researchers in downloading data from the data repository.
- Data Upload module assists researchers in uploading their data to the data repository (in the form of a

submission package and submission ticket). See also Legacy data Upload, which explains step-by-step on how to upload your legacy data to the system.

- Data Validation module verifies that data conforms to the required format and range values defined in the data dictionary. It also creates a data submission package (XML) and submission ticket (XML) that can be uploaded to the data repository via the Data Upload module.
- Imaging data submission and validation module should be used for imaging data to create the image submission package.
- Steps in data submission, upload and validation - explains how to use the whole set of the data repository tools.
- Manage Studies - explains the concept of study, how to create a study, select a study, view study information, etc UPDATED
- Requesting an account - explains how to request a new user account.



Steps in data submission, upload and validation. Click on the image to view in higher resolution

The modules can be deployed as one integrated system or with a subset of components.

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GUID



The Global Unique Identifier (GUID), enables data to be associated with a subject (a research participant) without exposing or transferring the subject's personally identifiable information (PII). The GUID module is designed to help researchers to generate unique subject IDs and to view existing GUIDs.

Topics

- Create GUID - explains how to use the GUID tool to create GUIDs and other unique subject IDs (e.g. pseudo-GUIDS) NEW
- Manage studies - explains all aspects of study management UPDATED
- Requesting an account - explains how to request a new user account UPDATED

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See also

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ProFoRMS

The module provides tools that help researches to create & manage studies (protocols), enroll & schedule subjects, create & reuse forms (eCRFs), collect subject data.



Protocol and Form Research Management System (ProFoRMS) is a web-based data collection/research application organized by modules, with a user-friendly interface that provides functionality that helps researches to manage individual studies, subjects, eCRFs (forms), and data collection. Below is the list of topics that will help you to navigate through the system.

Read more about ProFoRMS [□](#)

Getting Started with ProFoRMS



ProFoRMS welcome page. Click on the image to see in higher resolution.

The following topics explain how start using the system: how to request an account, how to navigate to the system web site, log in and log out.

- Contact Us - contains the contact information for FITBIR and PDBP operations.
- Getting Started - explains how to navigate to the system web site, log in and log out [UPDATED](#)
- How to Log in - explains how to log in into the system once you obtained the user account
- Requesting an Account - this topic explains how to request an account to PDBP and FITBIR. It also provides an overview of user roles and privileges within the system [UPDATED](#)

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Managing User Accounts

- Account Management Module - explains how to navigate to the Account Management module and how to navigate to different tools within the module [NEW](#)
- Approving User Accounts - explains how to approve/deny user requests for additional privileges [NEW](#)
- Requesting an account - explains how to request a new user account [UPDATED](#)

See also

- Requesting an AccountPDBP - explains how to request an account to PDBP DMR and how to request user privileges NEW
- Requesting an Account FITBIR - explains how to request an account to FITBIR and how to request user privileges NEW
- User roles - explains how to assign user roles and privileges within the system and within the study UPDATED

See also: Account Management Topics - a list of topics that explains how to manage user profiles, roles, and passwords UPDATED

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Manage Studies

The Manage Study module helps researches to enter and edit the study information and attach necessary files.

- Getting Started - explains how to navigate to the system web site, log in and log out
- Requesting an Account - explains how to request an access to the system (a user account) UPDATED
- Dashboard- explains how to start using the system, to select a study and view scheduled subject visits
- Manage Studies - explains all aspects of study management - how to create a study, add sites, add eCRFs (forms), and start collecting data UPDATED
- Select Study - explains how to select a study, sort the list of studies, view the study information in both FITBIR and ProFoRMS
- Create Study - explains how to enter and edit the study information and attach necessary files
- Study General Info - explains required fields needed to create the study
- Assigning Users Roles within the Study - explains how to assign user roles within the study
- Adding study sites - explains how to add a single site and/or multiple sites to a study
- Create GUID - explains how to use a Global Unique Identifier (GUID) for subject labels UPDATED
- Attachments and Attachment Categories - explains how to add file attachments to a study information and to map collected data with a publication(s)
- Create Visit Type - explains how to create a new visit type UPDATED
- Monitor Query - explains monitoring the subject information
- User Roles - explains how to assign user roles and/or make new roles and grant access and privileges

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Manage Forms

The module allows researches to create eCRFs or forms, to edit existing forms, to integrate the form questions with NINDS common data elements, to write new questions and attach questions to forms and many other things.

- Manage Forms - explains how to create, edit, view, and manage eCRFs (forms) UPDATED
- Forms and Form Structures - explains forms, form structures and common and unique data elements (DEs)
- Creating Forms - explains how create and edit new or existing eCRFs (forms) UPDATED
- Repetible Sections - - explains how create repeatable sections in eCRFs (forms) NEW
- Types of Forms - explains differences between subject and non-subject forms
- Required Fields - explains fields that are required in all eCRFs (forms)
- View Forms - explains how to view forms
- Create Form Questions - explains how users can create new questions, add questions to forms, and connect questions to data elements
- Exporting Forms - explains how to export a form
- Importing Forms - explains how to import a form into the system

- User Roles- explains how to provide a user access to selected forms

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Creating forms

- Creating Forms - explains how create and edit new or existing eCRFs (forms) UPDATED
- Repetible Sections - - explains how create repeatable sections in eCRFs (forms) NEW
- Tutorial: "Create Form Questions" - explains how users can write new questions and attach questions to forms UPDATED
- How to use the Multiple Choice Options box - explains how to use the Multiple Choice Options box to create questions with multiple answer options
- How to use a built-in calculator when creating form questions - explains how to use a built-in calculator when creating form questions
- Sample Question: "Adding Age in Years and Months" - explains how to add questions that capture age in years and the remainder age in months
- How to create a multi-select question - explains how to create a multi-select question
- Sample Question: "OtherSpecify" - explains the "Other, please specify" option
- Pre-populated Questions - explains how to create a question that would be pre-populated with data
- Scored Questions - explains how to create a form and add scored questions

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Manage Subjects



This module is designed to help the researches to add and edit subject information, schedule subject visits, track individual subjects across multiple studies within the system, upload subject related document, etc.

- Manage Subjects - explains the Manage Subjects module UPDATED
- Add Subject - explains how to add a subject to a study UPDATED
- Schedule Visit - explains how to schedule a subject visit UPDATED
- Monitor Query - explains monitoring subject safety and accuracy of collected information UPDATED
- Tutorial: Manage Subjects - explains how to work with the Manage Subjects module NEW

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Collect Data

This module allows researches to use electronic forms (eCRFs) created in Manage Forms to add new data or modify previously collected data entries, to view and resolve data discrepancies if double data entry is specified. The module has a functionality that assures that changes are tracked in the system and can be viewed in audit logs.

- Collect Data - an introduction to the Collect Data module

- Start Data Collection - explains how to navigate to the Collect Data module and start collecting data NEW
- Collect Data - Forms - explains how to start data collection for a selected form(s) NEW
- Collect Data- Subjects - explains how to start data collection for a selected subject NEW
- Saving and Locking Forms- explains how to save the collect data forms and lock the data
- Visit Type - explains how to add/create a new visit type for a selected study UPDATED
- Completing a form - explains how to complete a form. Under development 👉
- Monitor Query - explains monitoring 1) subject's safety and 2) accuracy of collected information

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Report and Query

This module allows the users to perform simple ad-hoc query and data export within the system and also how to order biosamples.

- Order Manager - explains how to use the Order Manager to order biosamples NEW
- Query Tool - explains how to use the Query tool to query data UPDATED
- Sample Queries - explains various types of queries as well as examples on how to use the Query tool UPDATED
- Search - explains both simple and advanced search in ProFoRMS

Query



The Query module offers tools (e.g. the Query tool) that help researchers to search for studies and/or forms, filter data, download data, and also to create orders for biosamples.

Topics

- Order manager - explains how to use the Order Manager, to create orders for bio samples UPDATED
- Query tool - explains how to use the Query tool.
- Sample queries - contains a set of query examples to help the user with the Query tool UPDATED
- Requesting an account - explains how to request a new user account UPDATED

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See also

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References

References to the sources which were used to create this help topic.

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class='TMLhtml' >  05 Sep 14:37 | **Olga Vovk** said...

type your comments

 **Wiki Guest** said...